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Operations

USAF A COMMAND AND CONTROL



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This instruction implements AFD10-2, *Readiness*, and references AFI10-207, *Command Posts*. It identifies responsibilities and procedures for notification of significant events or incidents, pyramid notification of military and civilian personnel and outlines operations of the United States Air Force Academy (USAFA) 10th Air Base Wing Command Center (10 ABW/CP) and the USAFA Crisis Action Team (CAT). See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication replaces USAFAI10-201, *USAFA Command and Control*. It has been renumbered to fall in line under the Air Force Instruction that it references. This revision updates the Command Center's operating hours; the Automated Notification System's notification procedures, the significant event incident listing and the Base and (or) Wing pyramid alert system. It adds procedures for the Cadet Command Center and removes all procedures for the CAT due to the publication of USAFAI10-203, *Crisis Action Team Operations*.

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1. Notification Procedures and Responsibilities:

1.1. **Command Center.** The Command Center acts as the single Command and Control (C2) facility for the USAFA. The Command Center is under the direction of the Commander, 10th Air Base Wing and provides support to the 34th Training Wing and the USAFA Direct Reporting Unit (DRU). It is charged with being the commander's central agency for USAFA operations, Command and Control, and directs command actions on behalf of the commander. The Command Center processes and implements Chief of Staff of the Air Force (CSAF) Emergency Action Messages, functions as the base focal point for mission activities, and coordinates responses to operations and emergencies. It also monitors unit resources committed to operational missions, and is responsible for notifying responding agencies, Senior Staff and higher headquarters of operational events or incidents. The Command Center also reports force readiness according to guidelines in AFI10-201; *Status of Resources and Training System*, prepares, relays and executes instructions to commit forces according to appropriate emergency action directives; and implements the Air Force Operational Reporting System in accordance with AFI10-206, *Operational Reporting*. [Attachment 1](#) refers to terminology used within this instruction. The Command Center will:

1.1.1. Maintain 24-hour connectivity with Senior Staff, Disaster Response Forces, and Headquarters (HQ) United States Air Force (USAF).

1.1.2. Coordinate and direct actions with on- or off- base agencies to ensure survivability of USAFA during natural or manmade disasters.

1.2. **Cadet Command Center Program.** The Cadet Command Center Program acts as the single Command and Control facility for the Cadet Wing under the direction of the Cadet Command Center Program Officer In Charge (CG-1/CD). It is charged with being the Cadet Wing's central agency for cadet issues, emergencies, and information management; it functions as the Cadet Wing's focal point for mission activities; is responsible for notifying Senior Staff and the USAFA Command Center of events or incidents.

1.3. **Control Center Notification.** The following control centers will notify the Command Center upon response to any significant event or incident outlined in [Attachment 2](#).

1.3.1. 10th Security Forces Law Enforcement Desk (10 SFS/SFO)

1.3.2. 10th Civil Engineer Squadron Academy Fire Dispatch (10 CES/CEF - Station 3)

1.3.3. 34th Training Wing Cadet Command Center Program (34 TRW/OC)

1.4. Duty Hours:

1.4.1. The USAFA Command Center is the primary notification center 24 hours a day, seven days a week.

1.5. Recall Procedures:

1.5.1. [Attachment 3](#), [Attachment 4](#) and [Attachment 5](#) outline the flow of information from the Command Center to base, wing and tenant agencies should notification be warranted. The diagrams show how information is transmitted for:

1.5.1.1. Recall of military or civilian personnel.

1.5.1.2. Natural, manmade incidents, or accidents affecting the Academy.

1.5.1.3. Other time-sensitive notifications as directed by the Superintendent; Commander,

10th Air Base Wing; or Commander, 34th Training Wing.

1.6. Organizational Recall Rosters (Normal and Communications-Outage (COMM-OUT)):

1.6.1. All units assigned to, or working on, USAFA will provide a copy of their recall roster to the Command Center (addressed to 10 ABW/CP), 10th Security Forces Squadron Operations (10 SFS/SFOL), and to the organization that is responsible for making notification to each organization during pyramid notification procedures in accordance with [Attachment 3](#), [Attachment 4](#) and [Attachment 5](#). These rosters will be used in notifying affected organizations of events or incidents related to them.

1.6.1.1. 10th Air Base Wing Staff agencies and groups will also send a copy of their roster to the 10th Air Base Wing Command Section (10 ABW/CCEA).

1.6.2. Organizational rosters will be updated whenever changes occur but at least monthly. Units will provide their rosters no later than the fifth day of every month.

1.6.3. All organizations will ensure that the pyramid notification messages are incorporated within their rosters (See [Attachment 6](#)).

1.6.4. Organizational recall rosters must clearly identify personnel who will be notified when COMM-OUT procedures are implemented.

1.6.4.1. Identify essential civilian personnel on roster.

1.6.4.2. Identify on the roster, a primary and alternate point of contact that is responsible for the roster composition.

1.7. Stand-by Memorandums:

1.7.1. All USAFA organizations will provide a copy of their Stand-by Memorandum to 10 ABW/CP, 10 SFS/SFOL, Telephone Switchboard (10 CS/SCMT), and other agencies deemed necessary by their organizations. These memorandums will be used in notifying affected organizations of events or incidents related to them. Memorandums are to be updated quarterly or when changes occur. [Attachment 7](#) shows the format of the memorandum. Memorandums not received in the correct format will be returned to the originator for correction.

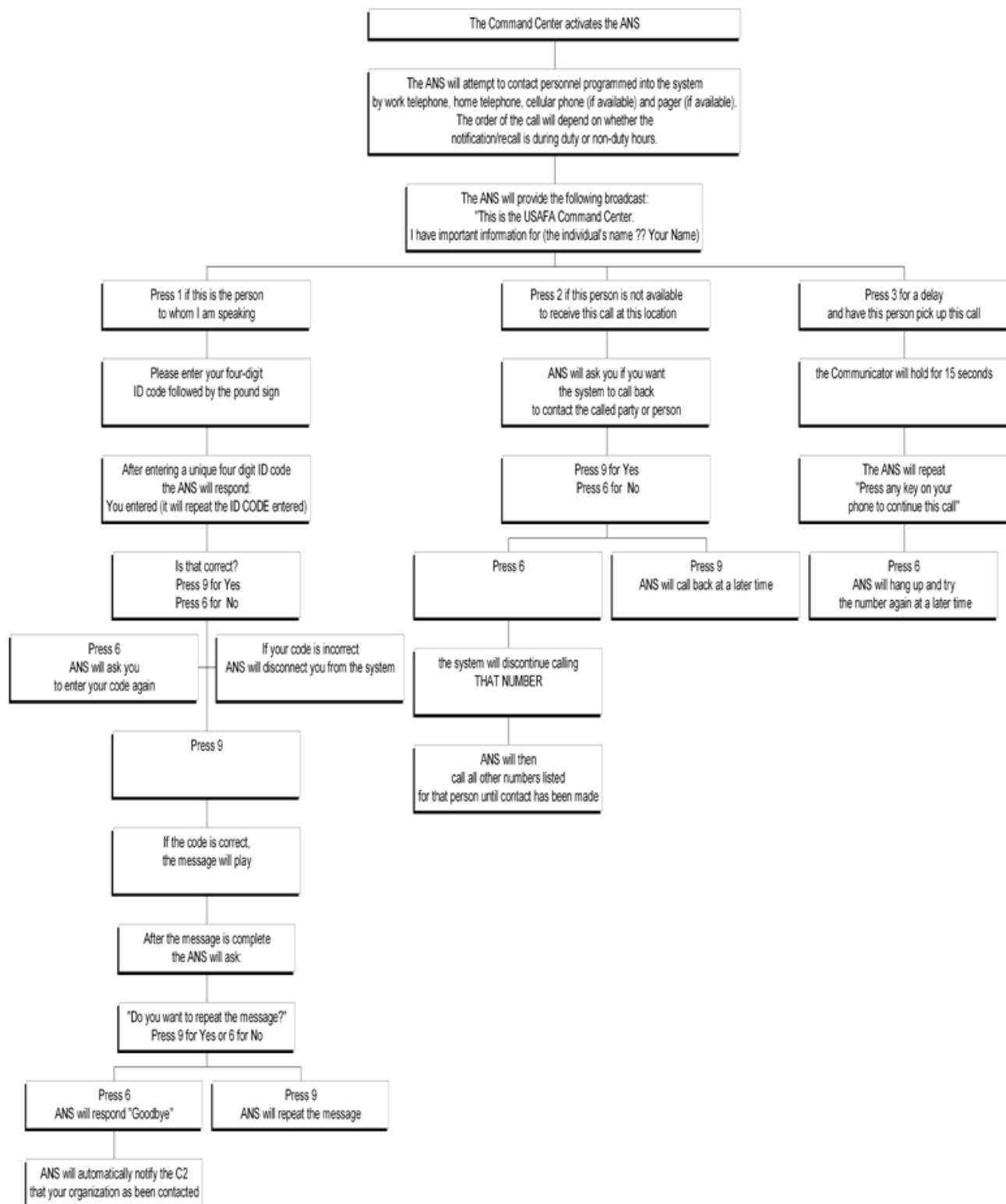
1.8. Automated Notification System:

1.8.1. The Automated Notification System (ANS) incorporates a personal computer (PC), modem and 11 dedicated telephone lines for notification and (or) recall of up to 200 personnel in one (1) hour via work phone, home phone, cellular phone or pager. The system cycles through each agency point of contact using the available communication systems until one person from the unit is contacted. The ANS confirms notification results via immediate reporting through a printer.

1.8.2. The ANS is activated by the on-duty USAFA Command Center Duty Controller after receiving direction from the 10th Air Base Wing Commander, 34th Training Wing Commander, USAFA Superintendent, or their designated representative.

1.8.2.1. Once activated, the ANS will attempt to contact personnel programmed into the system by work telephone, home telephone, cellular phone (if available), and pager (if available). The order of the call will depend on whether the notification and (or) recall is during duty or non-duty hours. See [Figure 1](#). below:

Figure 1. Automated Notification System



1.8.3. The following are the types of notification and (or) recall messages that will be broadcast:

1.8.3.1. For Base Recall (military and civilian): “The USAFA Superintendent has directed an

Installation wide recall. Complete your pyramid notifications and report for duty.”

1.8.3.2. For Base Recall (military only): “The USAFA Superintendent has directed a Base Recall for all USAFA military personnel. Complete your unit recall notifications and report for duty at your unit office location immediately.”

1.8.3.3. For Telephone Recall (military and civilian): “The USAFA Superintendent has directed a telephone standby base recall. With the following message; (message inserted here) complete your pyramid notifications and standby.”

1.8.3.4. For CAT Recall: “The Commander has directed a CAT Recall. CAT Representatives will report to the CAT immediately.”

1.8.3.5. For CAT Recall Test: “This is a test of the CAT Recall System. This is not a telephone recall. Do not report to the CAT. This is only a test.”

1.8.3.6. For CAT Telephone Standby: “This is a CAT Notification. Do not report to the CAT. The Commander has directed the CAT to be on telephone standby. I repeat the Commander has directed the CAT to be on telephone standby. Do not report to the CAT at this time.”

1.8.3.7. All other notifications or messages will be ad hoc and will consist mainly of advisories on local threat conditions, base closure, delayed reporting, early release updates, etc. as directed by the appropriate Commander.

1.8.4. Throughout the notification and (or) recall period the USAFA Command Center receives printouts on the status of the notification and (or) recall. The system will continue to attempt contact with personnel until the end of the preset time limit. The printout lists the methods of attempted contact, the number of times the system attempted to contact the member and whether or not the system successfully contacted the member.

1.8.5. Once an individual has been contacted from an organization the ANS will stop calling everyone else from that organization. It is the responsibility of the person contacted to initiate their internal notification procedures.

1.8.6. Any organization not responding to the system after the ANS has completed the recall will be contacted manually via all available means by the USAFA Command Center Duty Controller. The USAFA Command Center will attempt contact with everyone in the organization until contact is made and the message is passed to someone.

1.8.7. If members have knowledge the ANS has been activated but are not able to answer their primary numbers, they should call the ANS at 719-333-6249 or defense switched network (DSN) 333-6249 to access the message and stop the calling cycle to their personal numbers.

1.8.7.1. If the ANS is not activated (transmitting a recall, notification and (or) advisory), the system will tell you, "no activity at this time."

1.8.7.2. If the system is activated, it will ask for your code and then you will be passed the latest message.

1.8.8. For accurate operation of the system, the unit is responsible for getting the updated data to the USAFA Command Center. The USAFA Command Center will then update the ANS.

1.8.8.1. If the information involves a simple telephone number change, the member must contact the USAFA Command Center at 719-333-2633 and notify the Duty Controller.

1.8.8.2. If the information involves a name change, the member and (or) unit must send an e-mail to the USAFA Command Center at <mailto:10abw.cp@usafa.af.mil>.

NOTE: Without direct unit or personnel action to change the information in the ANS, the information will remain the same. **Updating your unit recall roster will not be sufficient to change the information in the ANS.**

1.8.9. The member assigned a code to access the ANS is solely responsible for the proper usage of the code and dissemination of the message passed through the ANS. If the code is passed to another person (i.e. secretary or spouse), it does not relinquish the member from his or her responsibility of disseminating the message.

1.8.10. Organizations receiving information from the ANS are responsible for establishing internal procedures for the dissemination of information delivered to their organization.

1.8.11. The ANS can also be used to deliver a preformatted recorded message to a pre-designated number within an office. To avoid unnecessary slowdown of the notification process, personnel receiving the automated call must listen to the entire message and not hang up the phone until the computer states its termination message (“Good-bye”). There may be instances when the computer says “Good-bye” and then immediately starts a new message, due to the simultaneous activation of two scenarios (e.g., a weather warning, Early Release, and (or) CAT recall). If several scenarios have been activated at once, the computer attempts to deliver all messages to the same office with one phone call.

2. Pyramid Notification System:

2.1. **Pyramid Notification.** The Pyramid Notification is used to notify military and civilian personnel during significant events or incidents:

- Natural or man-made disasters
- Major accidents
- National defense emergencies
- Direction of the Senior Staff
- Exercises

2.2. **Duty or Non-Duty Hour Notification Procedures.** Implemented as directed by the Senior Staff. All Wing and Base agencies will comply with pyramid notification messages. [Attachment 7](#) outlines Pyramid Notification Messages. The Command Center will initiate pyramid notification using [Attachment 3](#), [Attachment 4](#) and [Attachment 5](#). Once an organization is contacted through the pyramid notification system, organizations will activate organizational recall procedures.

2.2.1. Reference hour (R Hour) is determined by the Senior Staff.

2.2.2. Civilian personnel will be contacted but will not report during exercise recall unless otherwise directed.

2.3. **Communications-Outage (COMM-OUT) Pyramid Notification.** When directed by Senior Staff, the Command Center will implement notification by using runners who will contact designated personnel from each major mission element listed below, who will in turn implement COMM-OUT notification procedures for their organization. Organizational recall rosters must clearly identify per-

sonnel and home addresses of those who must be notified when COMM-OUT procedures are implemented.

- Commander, Headquarters USAFA (HQ USAFA/CC)
- Commander, Headquarters USAFA Dean of Faculty (HQ USAFA/DF)
- Commander, Headquarters USAFA Preparatory School (HQ USAFA/PL)
- Commander, 34th Training Wing (34 TRW/CC)
- Commander, 10th Air Base Wing (10 ABW/CC)

2.3.1. When notified of a COMM-OUT recall after duty hours, 10th Security Forces Squadron patrols will be dispatched to on-base quarters of designated personnel from each major mission element (HQ USAFA/CC, HQ USAFA/DF, HQ USAFA/PL, 34 TRW/CC, 10 ABW/CC), to activate pyramid notifications. Personnel notified by patrols will in turn implement notification procedures for their organization. 10 SFS/SFO will dispatch patrols to notify personnel in the enlisted dormitories.

2.4. **Uniform Requirements.** Off-duty military personnel will report in battle dress uniform (BDU), with BDU hat, in response to a Wing or Base recall.

2.5. **Pyramid Notification Responsibilities:**

2.5.1. All USAFA units will begin strength reporting within their organization.

2.5.2. The Commander, 10th Mission Support Squadron (10 MSS/CC), will activate the Personnel Readiness Center (PRC).

2.5.2.1. The PRC will:

2.5.2.1.1. Collect unit strength reporting and personnel accounting data.

2.5.2.1.2. When directed by the CAT, notify units to recall personnel on leave or Temporary Duty (TDY) by telephone and prepare recall log.

2.5.2.1.3. Maintain current unit-assigned figures availability upon CAT request.

2.5.2.1.4. Ensure receipt of organizational reports within established time criteria, consolidate reports, and relay figures to the 10th Mission Support Squadron CAT representative.

2.6. **Unit Strength Reporting and Personnel Accounting Procedures:**

2.6.1. **Personnel Accounting Procedures.** Personnel accounting procedures will begin at R Hour. This determines when personnel strength reports are required by the PRC and CAT. (See Attachment 8).

2.6.2. **Total Unit Strength Assigned.** Report all personnel assigned by category (officer, enlisted and civilian), regardless of duty status.

2.6.3. **Total Unit Strength Available.** Report personnel who are confirmed available to report to duty station by category (officer, enlisted and civilian).

2.6.4. **Total Present for Duty.** Report personnel who have physically reported for duty by category (officer, enlisted and civilian). Civilians will be contacted during recalls but will not report to work unless directed by the Senior Staff.

2.6.5. Available Manpower. Report available manpower pool by category (officer, enlisted and civilian).

3. Tenant Units:

3.1. **Support Agreements.** Ensure support agreements are maintained which define level of service and operational reporting requirements. Agreements will be reviewed annually.

3.2. **Command Representatives.** Designate a primary and alternate Command Representative (COMREP) to liaise with the Command Center in accomplishing tenant mission objectives. COM-REP appointment memorandums will be reviewed annually or upon change in personnel.

4. Information Collections, Records, and Forms.

4.1. Information Collections. No information collections are created by this publication.

4.2. Records. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

4.3. Forms Prescribed.

4.3.1. Forms or IMTs Adopted. No forms are adopted by this publication.

4.3.2. Forms or IMTs Prescribed. No forms are prescribed by this publication.

SUSANNE P. LECLURE, Colonel, USAF
Commander, 10th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFI 10-207, *Command Post*

USAFAI 10-201, *USAF Command and Control*

USAFAI 10-203, *Crisis Action Team Operations*

AFI 10-201; *Status of Resources and Training System*

AFI 10-206, *Operational Reporting*

Abbreviations and Acronyms

ANG—Air National Guard

BDU—battle dress uniform

CAT—Crisis Action Team

C2—Command and Control

CMSAF—Chief Master Sergeant of the Air Force

COMM-OUT—Communications-Outage

COMREP—Command Representative

COOP—Continuity of Operations Program

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

DSN—Defense switched network

DRU—Direct Reporting Unit

HQ—Headquarters

IAW—In accordance with

INFOCONS—Information Protect Conditions

OSC—On-Scene Commander

PC—Personal computer

PRC—Personnel Readiness Center

R Hour—Reference hour

TDY—Temporary Duty

VIP—Very Important Person

USAF—United States Air Force

USAFA—United States Air Force Academy

Terms

Base—Includes all personnel assigned to USAFA to include tenant units or agencies.

Base Recall—A Pyramid Notification to all military and civilian personnel to report to their duty stations. EXERCISE: Nonessential civilian personnel will report at normal duty time.

Crisis Action Team (CAT)—Key personnel from USAFA that direct emergency and contingency operations.

Disaster Response Force—Personnel that respond to any accident or incident to assist in disaster recovery efforts.

Essential Civilian Personnel—Civilian personnel that are required during emergency or contingency operations.

Key Personnel—The CAT Director and designated directorate-level commanders required for all emergency or contingency situations.

On-Scene Commander (OSC)—Designated by the CAT Director to direct the Disaster Control Group and the Disaster Response Force during disaster operations.

Manpower Pool—Those personnel who are not in wartime-required positions.

Pyramid Notification—A notification process that initiates at the head of an organization and disseminates throughout an organization exponentially.

Pyramid Notification Message—Instructions sent by the Senior Staff via the Command Center to USAFA agencies.

Reference Hour (R-Hour)—The initiation time of pyramid notifications as determined by the Senior Staff.

Senior Staff—The Superintendent; Director of Staff; Commander, 10th Air Base Wing; Commander, 34th Training Wing; and Dean of the Faculty.

Telephone Stand-by—A Pyramid Notification Message used to contact personnel by telephonic means to ensure their availability for recall. Personnel will complete pyramid notifications and remain on telephone standby. Telephone standby may be implemented base or wing wide.

Wing Recall—A Pyramid Notification to all wing military and civilian personnel to report to their duty stations. EXERCISE: Nonessential civilian personnel will report at normal duty time.

Attachment 2**SIGNIFICANT EVENTS OR INCIDENTS****A2.1. Aircraft and Missile Events:**

- Any aircraft mishap involving civilian casualties or damage to civilian property.
- Military aircraft damage of at least \$200,000.
- Aircraft mishap resulting in a fatality.
- Aircraft evacuated to one or more refuge bases for reasons other than weather or natural disasters.
- Any locally or command-directed grounding, stand down, or restriction from flying affecting active inventory aircraft.
- Hijacking of an Air Force aircraft or commercial aircraft on a military installation.
- Aircraft midair collision or near miss.
- Overdue or missing aircraft.
- Objects dropped from Air Force aircraft if casualties, property damage, or adverse publicity is likely.
- Any single-engine aircraft that experiences engine flameout or loss of power to sustain flight.
- USAF search and rescue operations if the event may attract media interest.

A2.2. Ground Accidents or Incidents:

- Any spillage of fuel under Air Force control, if the incident is likely to have adverse environmental consequences or is likely to cause adverse media coverage.
- Ground mishap resulting in a fatality or damage in excess of \$200,000.
- Ground mishap resulting in permanent partial disability or hospitalization of three or more personnel.
- \$50,000 or more property damage. Includes fires causing five or more disabling injuries or that impairs the operational readiness of a unit.
- Any ammunition or explosive mishap that causes casualties or serious property damage.
- Deliberate or accidental discharge of a small arms weapon which results in injury or death.

A2.3. Communications and Computer Events:

- Locally directed changes in Information Protect Conditions (INFOCONS)
- Communications or Computer Systems Intrusion

A2.4. Hostile Actions or Events:

- Bomb threat, when an explosive device is found or an explosion occurs; or if the threat causes a serious degradation of the mission capability.
- Any occurrence having the potential of rapidly moving into a contingency or general war situation (i.e., armed attack or chemical or biological attack etc., on or near an AF installation.).

- Ground or air attack using conventional or nuclear weapons on or near an AF installation.
- Any armed attack or harassment against US forces or interests.
- Any Department of Air Force (DAF) personnel captured by a foreign government or terrorist organization.
- Sabotage.

A2.5. Terrorist Events:

- Any event or incident involving terrorism or the threat of terrorism.
- Any unit commander directed change in Force Protection Condition.
- Report of any Department of Air Force personnel being taken hostage by terrorists.

A2.6. Civil Disturbance:

- Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on an AF facility that may cause national news coverage.
- Civil disorders where AF assistance is requested.
- Other disturbances, which may impair operational readiness.
- Diversion of Classified Material
- Any Department of Defense (DoD) convoy of classified material diverted from its destination due to natural disasters, civil disorders, or other emergencies and requiring temporary storage at an AF installation.
- Malicious acts resulting in significant damage to resources.
- Major Hate Crimes involving death, arson, injury requiring medical confinement, property damage of more than \$2,000, a group presentation of demands, or defiance of authority.

A2.7. Criminal Activity:

- Serious accidents, crimes or incidents, involving US military or civilians that may impact on international relations or create high-level military or political interest.
- Serious crimes or incidents that may involve exercise of domestic or foreign jurisdiction over AF personnel or dependents or that may result in extensive news media or congressional interest.
- Crimes or incidents that may result in news media interest or could be prejudicial or embarrassing to USAF.
- Any criminal activity affecting the operational capability of a unit.
- The theft of dangerous material (missile propellants, poisonous chemicals, munitions, toxic corrosive chemicals, explosives, etc.) or environmental pollutant.
- Any incident involving the escape, death or alleged maltreatment of an inmate housed in a USAF facility or under the control of the USAF Corrections System.

—Serious incidents of drug use, sale, illegal transfer, etc., involving military members, cadets or dependents.

A2.8. Political Events:

—Asylum Incidents.

—Foreign Sovereignty Violation.

—Events that create national level (White House, DoD, Joint Service, and major media) interest (i.e. events with actual or potential international repercussions, serious operational changes, or natural or man-made disasters or civil disorders).

—Events or incidents involving Air Force personnel or resources which have political ramifications, such as defections, attempted defections, etc.

—Challenge to U.S. authority.

—Coups, if Department of the Air Force personnel are affected.

—Landing of Unfriendly Aircraft.

A2.9. Injury or Death

—The hospitalizing injury of any flag officer, Chief Master Sergeant of the Air Force (CMSAF) (active, Air National Guard (ANG), reserve or retired), Wing Commander or Code 5 or higher Very Important Person (VIP).

—Any injury of a celebrated person occurring on an Air Force installation.

—A medical situation involving a marked increase of a disease among Air Force personnel or any disease incident of potential significance, which may prevent mission accomplishment.

—Death of any active duty member regardless of branch of service or unit of assignment.

A2.10. Compromise of Classified Information

—Compromise of Classified Information (Foreign Government Involved)

—Compromised of Classified Information (New media release)

A2.11. Intelligence Events

—Vital intelligence sightings

—Receipt of significant intelligence received through other than Intel channels

A2.12. Miscellaneous Events

—Convoy Diversion (Non-nuclear)

—Any *FINAL* overall unsatisfactory rating of an Air Force unit (squadron or larger) by a higher headquarters inspection or assessment team.

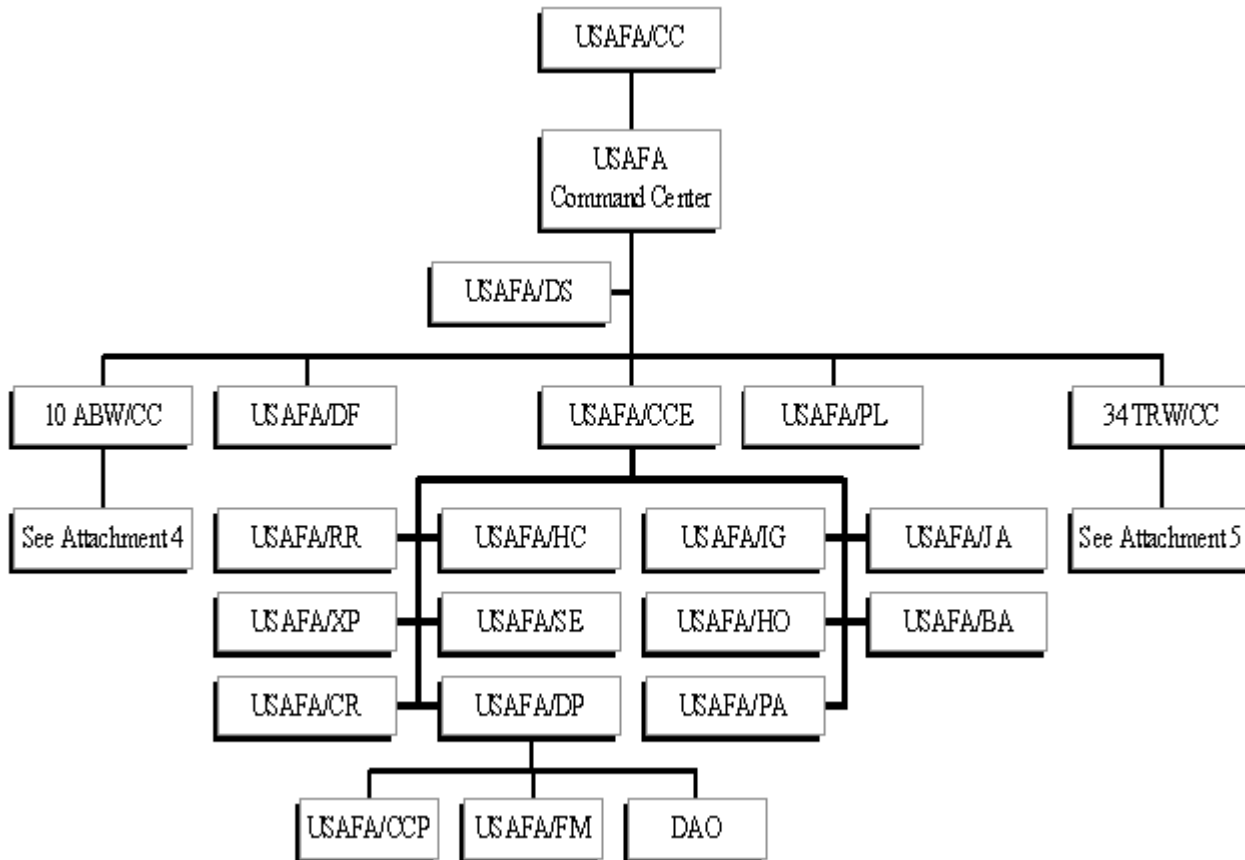
—Mission impairment

—Off drop zone airdrop

- Requests by civilian authorities for military assistance or for the use of military resources in the civilian domain
- Adverse international or national media coverage of an event, incident, or action involving Air Force personnel, resources or programs.
- The theft, escape, or spillage of toxic or dangerous material that threatens life of location
- Natural disasters
- Any event of special interest to the CSAF
- Severe Weather that results in damage that impacts or impedes operations (winds 50 knots or greater, hail $\frac{3}{4}$ inches or larger, tornadoes, lightning strikes or snow storms.)
- Relocation of wing or DRU headquarters emergency essential functions and personnel under the DoD Continuity of Operations Program (COOP).

Attachment 3

BASE PYRAMID NOTIFICATION



This diagram identifies the flow of information to HQ USAFA agencies for event or incident notification or base-wide recall of personnel.

USAFA Command Center will notify:

HQ USAFA/DS	34 TRW/CC
HQ USAFA/DF	HQ USAFA/CCE
HQ USAFA/PL	10 ABW/CC

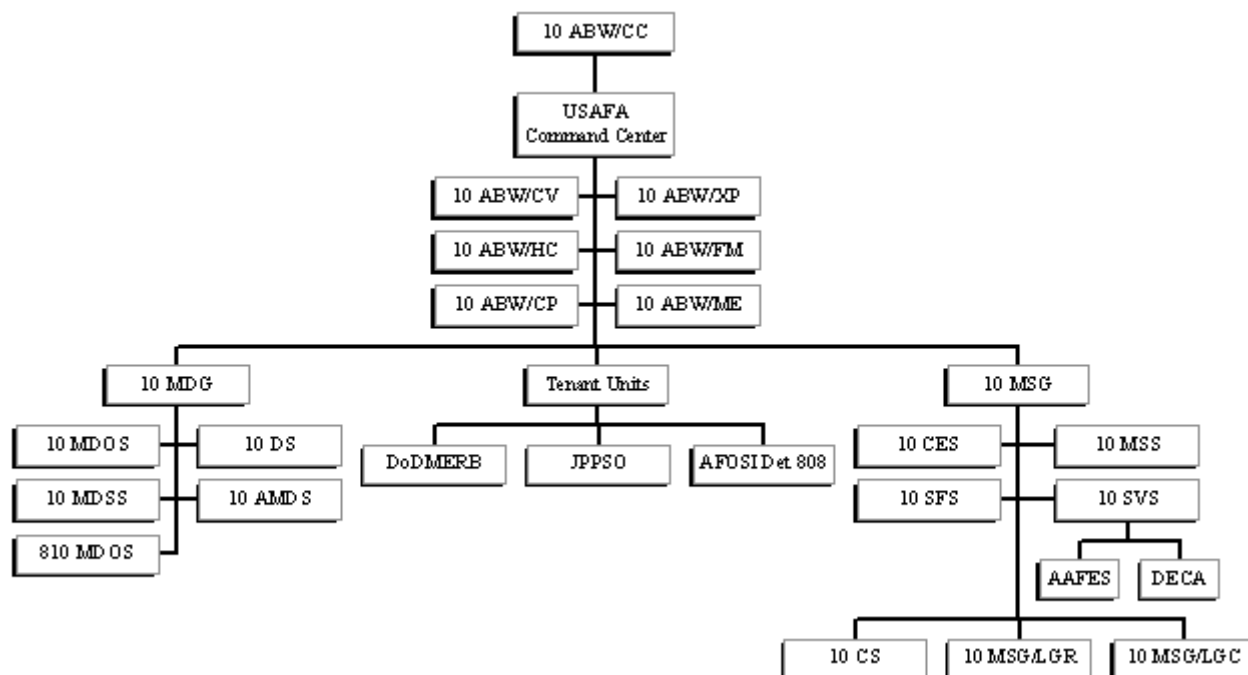
USAFA/CCE will in-turn notify:

HQ USAFA/RR	HQ USAFA/XP	HQ USAFA/SE
HQ USAFA/HO	HQ USAFA/BA	HQ USAFA/CR
HQ USAFA/PA	HQ USAFA/DP	HQ USAFA/HC
HQ USAFA/IG	HQ USAFA/JA	

Each mission element and division will in-turn notify their Groups or Sections in accordance with (IAW) [Attachment 4](#), [Attachment 5](#) and their unit recall roster.

Attachment 4

10TH AIR BASE WING PYRAMID NOTIFICATION



This diagram identifies the flow of information to 10th Air Base Wing agencies for event or incident notification or recall of personnel.

USAFA Command Center will notify:

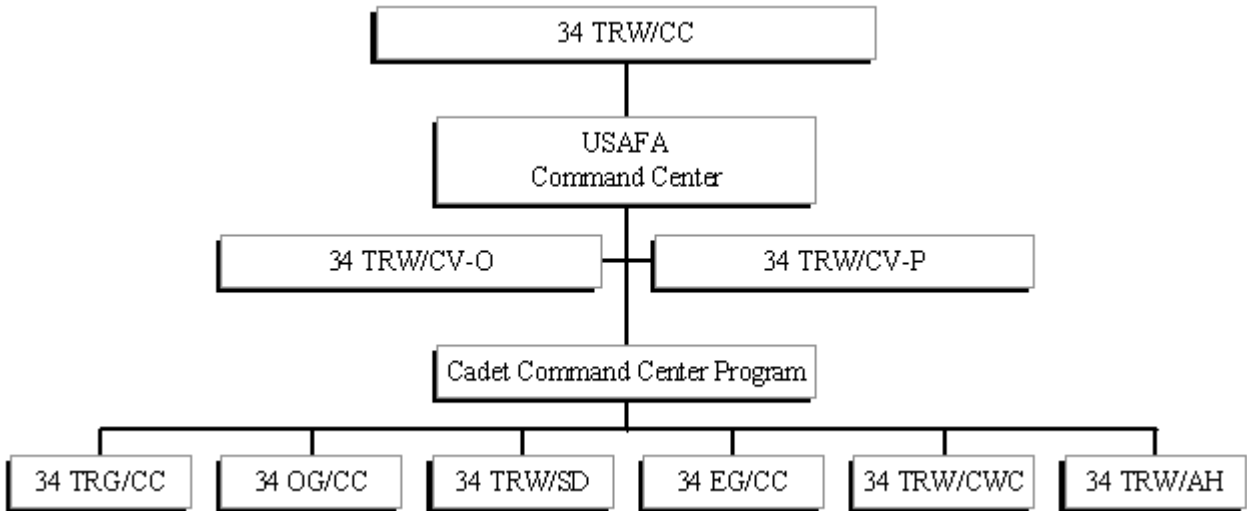
Vice Commander	10th Air Base Wing	10 ABW/CV
Director	Headquarters USAFA Public Affairs	HQ USAFA/PA
Commander	10th Medical Group	10 MDG/CC
Commander	10th Air Base Wing Financial Management	10 ABW/FM
Superintendent	10th Air Base Wing USAFA Command Center	10 ABW/CP
Director	10th Air Base Wing Plans and Programs	10 ABW/XP
Wing Chaplain	10th Air Base Wing	10 ABW/HC
Chief	10th Air Base Wing Military Equal Opportunity	10 ABW/ME
Commander	10th Air Base Wing Mission Support Group	10 MSG/CC
Director	DOD Medical Exam Review Board	DoDMERB

Commander	Joint Personal Property Shipping Office	JPPSO
Commander	Air Force Office of Special Investigations Detachment 808	AFOSI Det 808

Each Group will in-turn notify their Squadrons or Sections via their unit recall roster.

Attachment 5

34TH TRAINING WING PYRAMID NOTIFICATION



This diagram identifies the flow of information to 34th Training Wing agencies for event or incident notification or recall of personnel.

USAFA Command Center will notify:

Cadet Command Center Program
Vice Commandant, Operations 34 TRW/CC-O
Vice Commandant, Strategy and Plans 34 TRW/CC-P

The Cadet Command Center Program will in-turn notify:

Commander	34th Training Group	34 TRG/CC
Commander	34th Operations Group	34 OG/CC
Director	34th Training Wing Support Division	34 TRW/SD
Commander	34th Education Group	34 EDG/CC
Director	Center for Character Development	34 TRW/CWC
Director	34th Training Wing Athletics	34 TRW/AH

Each Group and division will in-turn notify their Squadrons or Sections via their unit recall roster.

Attachment 6**PYRAMID NOTIFICATION MESSAGES****(10th or 34th) WING RECALL:**

This is the USAFA Command Center with a pyramid notification. The Wing Commander has implemented a/an (exercise) Wing Recall. Complete your pyramid notifications.

R-Hour is _____ local.

(For Exercises: Nonessential civilian personnel will report at normal duty time.)

BASE RECALL:

This is the USAFA Command Center with a pyramid notification. The Superintendent has implemented a/an (exercise) Base Recall. Complete your pyramid notifications.

R-Hour is _____ local.

(For Exercises: Nonessential civilian personnel will report at normal duty time.)

TELEPHONE STANDBY:

This is the USAFA Command Center with a pyramid notification. The Wing Commander/ Superintendent has implemented telephone standby. Complete your pyramid notification and remain on telephone standby. R-Hour is _____ local.

When notified of a pyramid notification message:

- Record the time notified.
- Complete pyramid notification actions.

(For Exercises: Nonessential civilian personnel will report at normal duty time.)

Attachment 7

STANDBY MEMORANDUM

(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: (YOUR ORGANIZATION)

SUBJECT: Unit Standby Memorandum

The following personnel are appointed as primary and alternate after duty hours Points of Contact for (Organization).

NAME	RANK	SSN	DUTY	HOME	CELLULAR#	PAGER#
DOE, JOHN	Col	123-45-6789	XXXX	XXX-XXXX	338-XXXX	XXXX
SMITH, JANE L.	Lt Col	456-78-9123	XXXX	XXX-XXXX	338-XXXX	XXXX
DOE, JANE P.	SSgt	789-12-3456	XXXX	XXX-XXXX	NONE	NONE

Signature Block of Director (2-Letter)

FOR OFFICIAL USE ONLY

Memorandum contains Privacy Act Material. Maintain and destroy in accordance with AFI 33-332 and DODR 5400.7/AF Supplement Chapter 4.

Attachment 8**RECALL STRENGTH REPORTING SCHEDULE****A8.1. Unit Reporting Schedule to PRC:**

- A8.1.1. 1st report due at R-Hour plus 1 hour and 30 minutes (R+1:30).
- A8.1.2. 2nd report due at R-Hour plus 2 hours and 30 minutes (R+2:30).
- A8.1.3. 3rd report due at R-Hour plus 3 hours and 30 minutes (R+3:30).
- A8.1.4. Submit strength report at R-Hour plus 11 hours and 30 minutes (R+11:30), and every 12 hours thereafter until all personnel (excluding those on leave or TDY) are accounted for.

A8.2. PRC Reporting Schedule for the CAT:

- A8.2.1. Strength reports will be submitted at R+1:45, R+2:45, R+3:45, and every 12 hours thereafter.
- A8.2.2. The report will identify total unit assigned and available strength, total present for duty, and total available for the manpower pool.